



***State of Washington
Department of Transportation
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with Transportation Resource Associates (TRA) to conduct a triennial audit of the Tacoma Link System Safety Program Audit and process associated with its operation. WSDOT will award one contract for approximately \$25,000.

Proposed work is very specialized and timelines are extremely tight. Audit must be completed by August 1, as operations may begin in Mid-August. TRA is available to conduct audit in specified timelines.

TRA is currently under contract to WSDOT for Seattle Monorail Triennial Safety Audit and is familiar with WSDOT's System Safety Program Standards, procedures, and administrative rules. This will allow the consultant to complete work within tight time and budget constraints and remain cost-effective. TRA has also completed this type of work for Oregon DOT under tight timelines and budget constraints for the Airport Max extension audit. Given the specialized nature of rail fixed guide way audits, tight timelines, and the track record of the TRA, they are best suited to complete this fast-tracked project for WSDOT.

The services required are the conduct of a start-up system audit of Tacoma Link's System Safety and Security Program Plan and preparation of a final report of any findings or recommendations. The services are critical in that WSDOT is mandated by State and federal laws to audit rail fixed guide way operations from a safety and security perspective at least once every three years. This audit will establish the initial start-up benchmark for the Tacoma Link system.

There should be three phases:

1. Preparation, including review of relevant reports and standards;
2. On site audit, including pre- and post meeting conferences; and
3. Report development, including review draft for comment

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Firms on Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
- 4 Firm's Project Management System (Prime Consultant Only);
- 5 References/past performances (Prime Consultant Only); and
- 6 Cost factors (Prime Consultant Only.)

The submittal is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size



no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The Notice of Intent to Challenge shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

If this award is challenged, WSDOT will select the best-qualified firm based on the criteria for challenge listed above.

Send your Intent to Challenge no later than 5:00 PM, Friday, May 16, 2003, by mail or courier to:

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7104.

Date of publication in the Seattle Daily Journal of Commerce: Friday, May 9, 2003.